

Helena JSEC Meeting Minutes

January 20, 2010

Members Present:

Carolyn DeYoung	BCBS of Montana
Robert Ward	Enterprise Holdings
Larry Westfall	L&S Team Builders
Alan Thompson	UM Helena-College of Technology
Pat Roth	Glacier Bancorp, Inc.
Cathy Wood	Student Assistance Foundation
Tina Whitaker	Employer Support of Guard & Reserve
Anna Kazmierowski	A2Z Personnel Helena
Web Brown	Montana Chamber of Commerce
Charles Geary	Department of Corrections
Hayley Emly	American Federal Saving Bank
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Deb Buxbaum	Helena Job Service Workforce Center

Introductions: Robert W. got the meeting started by having the members introduce themselves.

Minutes: Minutes were approved with one change. Last page, 4th paragraph down, Tina's last initial should be W. instead of H.

Treasurer Report: Robert W. noted that we have \$5,865.33 in our JSEC account. Part of that total is a check that we received from Personnel Plus for the Workshops JSEC co-sponsors with them. The check was for two classes and was \$486.00. Mike Bullock Scholarship account is still at \$271.86.

Manager's Report: Deb B. handed out copies of her Manager's Report (please see attached). Tina W. mentioned that the National Guard funding was gone for some of their staff. Deb B. said that Shak Emly the Disabled Veterans Outreach Program Officer attended the Rapid Response for those folks this morning.

Scholarship Report: Tina W. gave us a report on what the Scholarship Committee went over. Their agenda was to do the following:

- Scrub and edit the application forms for clear concise information.
- Ensure all forms are consistent in language about requirements.
- Determine actual application review and selection process.
- Clarify and simplify forms.
- Make sure we are selecting according to the intent of the scholarship.

After setting forth the goals, the Committee recommended the following:

- Send the scholarship directly to the school to avoid any temptation to misuse the scholarship.
- Update and post the application electronically making sure it is in Word format or another writable form.
- Post in areas such as the MSEC and Job Service Websites.
- Accept applications electronically with supporting documents such as transcripts.
- Expand the opportunities to other organizations such as the Intermountain Children Home and Florence Crittenton Home.
- Cathy supplied a copy of disbursement and verification forms used by SAF that they will let us use.

Carolyn D. said at one time the Helena JSEC sent the scholarship money directly to the schools, but found that the student was penalized when it went into the financial aid packet and was deducted from the total amount given. She said they even talked about sending it to the book store so this wouldn't happen. Tina W. asked if it would satisfy our requirements by limiting it to just awarding after proof of enrollment. After some discussion on that topic, Tina W. said she would summarize the information and bring it back to the February meeting. Tina W. asked Sandy H. what our time frame was. MSEC (Montana State Employers Council) has moved their scholarship deadline up to April 1st to afford an opportunity to present at the Conference. Therefore, we have a short window if we have to receive ours in time to submit to MSEC. Tina W. asked who could convert the scholarship to an online document because that would be the quickest method. Deb B. said that our Leadership Office has the software and she will check with Chris Wilhelm to see if they can do that. Chris W. just changed positions, so it may take some time. Tina W. will go over the application itself and send it back to the Scholarship Committee for final review.

Term Limits: We discussed several options for term limits. Robert W. had a comment noting that if you nominate a Treasurer every year, you have to change signature cards. This is not a problem, but something to think about. (Speaking of that, Robert W. said we do need to change signature cards. There needs to be at least three people who are allowed to sign on the account and give information on the account. Gary W. can, but we probably need to take him off). Carolyn D. noted that we get comfortable the way we are and there may be people that want to be in officer positions. Sandy H. referred to Bozeman's bylaws where they have a nominating committee. On the other end, do the current officers still want to serve? Cathy W. said the SHRM Board sends an e-mail out like in November asking those on the board if they still want to remain in their positions, and if not it is posted out to the general members that there is a vacancy. Charles G. suggested at least two years, and Carolyn D. added that if we review it every couple years we wouldn't forget about it. We don't necessarily need to cap it, but just the fact that you have to discuss it at the end of each term makes everyone more aware. Larry W. clarified that what we are saying is that we are going to have terms,

but not limits. The consensus was to have Sandy H. e-mail members a list of the officer positions and ask if anyone would be interested in serving if the position came open. Larry W. suggested that we send a separate e-mail to the officers asking if they are interested in continuing in that particular office or if they would like one of the other offices. If no one has an interest in changing, that will be the beginning of the officer's term and they will serve two years. After which time the secretary will poll the members again. Deb B. asked if there were bylaws. Sandy H. said that our bylaws are very short, but we will be revisiting them as we go through becoming tax exempt. Sandy H. also noted that the committee getting together the 501©(3) is Robert W. and Dave L. Gary W. was on that as well. So if anyone wants to join them, they could use the help because we will need to be working on the bylaws and getting the terms in there and such. Deb B. offered to help draft the new bylaws.

Employer Choice Awards: Dave L. reminded folks about our discussion last month on the Employer Choice Awards. He asked for a vote to see if we had a commitment to go forward. Everyone thought it was a good idea. Dave L. suggested a small subcommittee to figure out how it would work and put together a proposal. Hayley E., Charles G., Dave L., and Sandy H. volunteered. Web B. suggested looking for a program that is already out there to use as a guideline to follow like the SBA. It was agreed that it is sometimes hard to get people to fill out the applications and get a new program started, but if you keep at it, it eventually works.

Deb B. challenged the group to try to get new members, an organization that use to participate or someone new. The Innovation in Business Conference is coming up, and that might be a good way. Web B. offered that someone from Unemployment might be a good addition. Web B. will make that call. Charles G. suggested that we write up an article to put in PSA (Public Service Announcement) about who we are and what we do. Deb B. said the Helena Job Service has a pretty good relationship with the IR and she will look into that.

Hidden Agenda: Sandy H. asked if we would be interested in another field trip. Web B. has offered to host one of our meetings at the Montana Chamber. Deb B. suggested that it might encourage others to join if we had our meetings at different sites occasionally. If any of the members are interested in having a meeting at their place of business, please let Sandy H. know.

The Innovation in Business Conference is coming up in May. Sandy H. gave everyone a 'save the date' flyer. More information will be coming out soon. The Conference this year is in Billings, May 18 & 19 at the Crowne Plaza.

'Business Over Breakfast' that Jim Nys holds at the Helena Job Service is JSEC's main fund raiser. Sandy H. recommended that members or their employees consider attending. The workshops have been accepted for SHRM credits in the past. The JSEC

Workshops are an excellent resource for anyone in HR, management or supervisory positions. Dave L provided a schedule for the next three months.

Dave L. thanked the Committee for the National SHRM membership they have been providing and offered to pay half the cost. Carolyn D. recommended the Committee pay the entire amount as they have done in the past, and all agreed. The membership offers accessibility to some great HR information with excellent on-the-spot research capabilities. This membership actually belongs to the Committee, so if anyone wants Dave L. or Sandy H. to research something, please let them know.

SCORE (Service Corps of Retired Executives) has asked Dave L. to see if anyone would be interested in being a judge for DECA (Delta Epsilon Chi Association - A national association of marketing education students). Dave L. will forward the e-mail with the phone number and dates if anyone is interested in doing that.

Also Dave L. mentioned that State Fund puts on some really good Safety Training. The next one is March 5 in Helena on Hiring Practices and Detecting Fraud. It doesn't cost anything. It usually takes place from 8:30 to noon.

Larry W. belongs to Toastmasters in Helena. Helena has six clubs including what they call 'Youth Leadership'. It is designed for middle school but can be for high schools students too. Toastmasters will conduct the meetings for the organization. They also offer 'Speech Craft' where you give speeches, do evaluations, and you have table topics. Both of these are eight week sessions about one hour each. You could have two a week, one a week, whatever you want to do. There are a lot of Toastmaster meetings, two that meet in the morning, three at noon, and one in the evening. So if anyone is interested or knows of a school that is interested in something like this, please let Larry W. know.

Web B. shared a few things. He noted that Chelsea Fagen is now married and her last name is Culpon. They had good attendance at the Capital for Business Days. They did a brief survey of the employers on what their expectations were for the first 6 months of the year and the last 6 months, pretty flat. He said they heard a number of comments around the room that the western half of the State is still not out of the recessions and may not have even hit bottom yet. So there are some real concerns about what might be going on. He also mentioned a Legal Reform Conference that is coming up March 22 and 23.

Deb B. talked a little about the PAL (Project for Alternative Learning). She said she had a real misconception of the program and suggested we may want to tour their facility at some point and learn about what they do.

Meeting was adjourned.